

Shipping Instructions



General Shipping Instructions

Shipping T-Shirt Exchange boxes and Auction items in advance of the conference is an optional convenience extended to all Programs by our local host program. SOAZ will store all T-Shirt Exchange and Auction items at their storage facility prior to the conference. The cost of shipping all items to and from the conference is the sole responsibility of the individual attendee or LETR Program shipping the item. Please arrange to have all T-Shirt Exchange boxes and Auction items arrive no sooner than August 22, 2016 and no later than September 7, 2016. Items arriving later may not be received by our local staff in time to be transferred to the hotel.

Arizona LETR respectfully requests programs to please follow the below listed instructions for shipping your T-Shirts and Auction items. We want your articles to arrive safe and sound in Phoenix to be properly stored and inventoried. Your cooperation and attention to these instructions will greatly ease the burden of shipping, storage and set-up for these events.

WHERE: Shipped to: Special Olympics Arizona in C/O your Program 7150 Roosevelt St. #D-131 Phoenix, AZ 85043 USA.

★ ***Do not combine items. T-Shirts and Auction items must be packaged separately and properly labelled. No not include personal items in these boxes as you will not have access to these items in storage or prior to the events.***

HOW: All boxes must be clearly identified on at least **one end** and **one side** of the box. We recommend using a full sheet of 8 ½ x 11 paper to make your sign. This will allow the SO Arizona and LETR staff to readily identify and inventory your shipment. A template for your use is provided on the previous page. Please number your boxes sequentially and indicate the total number of boxes shipped as shown.

SO Arizona strongly recommends you retain all shipping documents and to track your shipment to ensure proper delivery. SO Arizona / LETR volunteers will inventory and store T-Shirt shipments upon arrival until the T-Shirt Exchange.

If you have concerns or questions about the receipt of your T-Shirt shipment, please contact Ward Webb, ICPC Event Manager. Proper labelling of your boxes will help facilitate this process.

Thank you for your cooperation.